



**PHIL BREDESEN**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
DIVISION OF SPECIAL EDUCATION  
7<sup>TH</sup> FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0380

**LANA C. SEIVERS, Ed.D.**  
COMMISSIONER

**MEMORANDUM**

**To:** Special Education Supervisors  
**From:** Terry Long *TL*  
**Date:** November 28, 2007  
**Subject:** December Reporting for Districts Using EasyIEP or EasyCENSUS

It is time to report your December, 2007 Census and October Court Report. All school districts using EasyIEP or EasyCENSUS must generate a paper report from the computer program for the December Census and October Court Reports to verify, sign, and submit to this office. The instructions for completing this procedure are attached. Do not alter counts on the reports generated in EasyIEP or EasyCENSUS by writing on the printed report. These reports are derived from the individual student data in EasyIEP. Run the reports prior to the deadline for mailing the report packet to the State. Check the reports to verify accuracy of the data. If the reports are not accurate, individual student records must be changed in EasyIEP or EasyCENSUS prior to reprinting the reports for submission to the State.

After the required child counts are submitted to the U.S. Department of Education Office of Special Education Programs, the individual school system/agency counts cannot be revised upward. A copy of the December 1 data file must be maintained by the school system/agency for use in monitoring and census verification. Federal funds are generated from the data you submit for December, therefore, the accuracy of this report is of utmost importance. It is your responsibility to review the generated reports and ensure they are accurate. Data used for federal reporting purposes, determination of significant disproportionality, and inclusion in the State Report Card for your district will be isolated from EasyIEP/EasyCensus on Dec. 17<sup>th</sup> (6:00 PM Central).

Compare your December 1, 2007 count with your December 1, 2006 count for any significant discrepancies. Please note that the October Data Report should include information from October 1, 2007 (a "snapshot" count of student status on Oct. 1).

*Please remember that your district's IDEA Part B federal allocation is dependent upon your December census being received in this office on time. Your December Census/October Court reports must be mailed no later than **Monday, December 17, 2007**. Please mail the original and one paper copy of this report to the following address:*

Terry Long, Director of Data Services  
Division of Special Education  
Department of Education  
7<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0380

If you have questions related to December report content issues call Terry at (615) 532-3262. If you have any questions concerning the operation of the EasyIEP or EasyCENSUS, please call 1-800-495-4154 or email [tniep.support@state.tn.us](mailto:tniep.support@state.tn.us).

Enclosure

cc: Joseph Fisher  
Nan Mckerley  
Management Consultants  
Compliance Consultants

## INSTRUCTIONS FOR COMPLETING DECEMBER REPORTS USING EASYIEP OR EASYCENSUS

Step 1: Update all student information in EasyIEP or EasyCENSUS.

Ensure that student data are accurate for Dec. 1<sup>st</sup> prior to creating the final report that you verify, have signed by your Superintendent/Director of Schools, and submit to the State. Make all updates to your student data prior to completing the steps outlined below.

Step 2: On the Main Menu page, click on the School System tab.

Step 3: Click on the Reports tab.

All Federal, State, Local, and Miscellaneous Reports are located under the Reports Tab

You must create the following reports to complete the December Census and October Court Reports for your district:

Federal Reports (shown in RED)	Report Date:	Postmark Date:
<ul style="list-style-type: none"><li>• <b>Combined Table 1 and 3 (Dec 1 Report)</b> <b>(submit the PDF format document, not .TXT)</b></li></ul>	<b>12/01/2007</b>	<b>12/17/2007</b>
State Reports (shown in BLUE)	Report Date:	Postmark Date:
<ul style="list-style-type: none"><li>• <b>Status of Service (Court Report)</b></li><li>• <b>Inappropriately Served (Court Report)</b></li><li>• <b>Students Suspected of Being Disabled</b></li></ul> <p><i>(NOTE: This report section must be completed manually. You can chose to use the form from EasyIEP or the one included in this form packet below.)</i></p> <ul style="list-style-type: none"><li>• <b>TN Cover Page</b> (One cover page for the Court Report and one cover page for the Federal Reports) – <b>These are the signature pages that must be signed by your district's Director of Schools.</b></li></ul>	<b>10/01/2007</b> <b>10/01/2007</b> <b>10/01/2007</b>	<b>12/15/2007</b> <b>12/15/2007</b> <b>12/15/2007</b>

OR

**You may use the report signature pages included in this packet. (Select one type of signature page to include with your district report. DO NOT use both signature pages.)**

Step 4: Click on the circle next to the report you would like to create.

Step 5: Click on the "Create Report (will be saved for 5 days)" Button under the Reports List.

Step 6: Enter the appropriate report date (shown in the Report Date column above) and click Generate Report. The following message will appear on your computer screen after you click Generate Report:

**Your report is number 1 in line for generation.**

**An e-mail will be sent to "your email address" when it is complete.**

**You will find your report in the Saved System Reports section at the bottom of the Reports page when it is completed**

To view your report, click on the Report after it appears in the Saved Reports section. Each report should then be printed. ***You must follow these same steps for all Reports except the “Students Suspected of Being Disabled” and the “TN Cover Page”. Please see Steps 7-9 for instructions on these to reports.***

Step 7: Once the report is generated, you should permanently save a copy on your computer for your district records. To save the report to your hard drive, move your mouse over the file you wish to save and right click the on your mouse. Then click on the option of “Save As” on the menu that appears on your screen. Save the file in the desired folder on your hard drive with the Report name and date you ran the report. (Example: Combined Table 1 and 3 Report 12-01-2007)

Step 8: Print and Review the Combined Table 1 and 3 (Dec 1 Report).TXT (text format). Open this file as a spreadsheet using Microsoft Excel. Check this report and the auto-generated email you receive from PCG ([iepsupport@pcgus.com](mailto:iepsupport@pcgus.com)) for error messages that alert you to student data errors in EasyIEP or EasyCensus. Correct the student data errors in EasyIEP or EasyCensus. Run the Combined Table 1 and 3 (Dec 1 Report).TXT (text format) again. If no student data errors are found, go to Step 9.

Step 9: Print and Review the Combined Table 1 and 3 (Dec 1 Report).PDF

Step 10: Print and Review the Status of Service Report (Court Report)

Step 11: Print and Review the Inappropriately Served Report (Court Report)

Step 12: Print (or use the form supplied in this report packet) and manually complete the “Certification – Students Suspected of Being Disabled” (part of the October 1 Court Report)

Step 13 : *ONLY for districts that have not entered all 2007-08 Services Plans for Parentally Placed Private School Students Receiving Special Education or Related Services from your school district on or before December 17, 2007 --* Manually complete Table 3, Section F(Part H) of the FAPE Report (use the form in this report packet).

Step 14: Print (or use the forms supplied in this report packet) and Sign the Court Report Cover Sheet and the Federal Report Cover Sheet

Step 15: Submit all sections of the December Report packet for your district - signed, paper copies postmarked by December 17, 2007. Send the original signed packet plus one copy to the address in the memo above.

**Date of Census:**      **October 1, 2007**

\_\_\_\_\_  
(School District Name)

**Postmark Date:**      **December 17, 2007**

**CERTIFICATION**

**Students Suspected of Being Disabled**

For each age please provide an unduplicated count of all persons who have been screened and referred for special education services but have not yet been evaluated.

Age	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							

For each age please provide an unduplicated count of all persons who have been evaluated for a disability but have not yet been determined to be eligible for special education services.

Age	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							

The above information is accurate and represents an unduplicated count of all persons in this agency who were **suspected** of being disabled

**Table 3, Section F (Part H)**

**Part B: Individuals With Disabilities Education Act  
Implementation of FAPE Requirement**

**REPORT OF PARENTALLY PLACED PRIVATE SCHOOL STUDENTS RECEIVING SPECIAL EDUCATION  
OR RELATED SERVICES PROVIDED BY PUBLIC SCHOOL DISTRICT**

**2007-2008 School Year**

**INSTRUCTIONS FOR THIS SECTION:**

- (1) Enter your district name and number. (2) Enter the total number of children ages 6-11, 12-17, and 18-21 (student age as of Dec. 1, 2007) who have been enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who receive special education and related services at public expense from your school district. (See OSEP definition below). DO NOT include any students under the age of 6 in this count.

District Name: \_\_\_\_\_ District Number: \_\_\_\_\_

AGE	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Count of parentally placed private school student served by this school district																

**US Department of Education, Office of Special Education Programs (OSEP) definition:**

**Parentally Placed in Private Schools.** *Unduplicated* total who have been enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who receive special education and related services at public expense from the school district under a service plan. (A private school is a school NOT under Federal or public supervision or control and may be non-profit or proprietary.) Include in this total children whose parents chose to home-school them, but who receive special education and related services at public expense. Do not include children who are placed in private schools by the IEP team at school district expense.

**December 1, 2007 CENSUS**

**OF**

**CHILDREN AND YOUTH WITH DISABILITIES**

**Postmarked by Date: December 17, 2007**

**Please return your district report to:**

**Terry Long  
Tennessee Department of Education  
Division of Special Education  
7<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0380**

**The information provided on the following forms are accurate and documentation is available for review to support this data.**

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**School District Name**

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**Superintendent/  
Director of Schools  
Signature**

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**Date**

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**School District Number**

**October 1, 2007 COURT REPORT**  
**OF**  
**CHILDREN AND YOUTH WITH DISABILITIES**

Postmarked by Date: December 17, 2007

**Please return your district report to:**

**Terry Long  
Tennessee Department of Education  
Division of Special Education  
7<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0380**

**The information provided on the following forms are accurate and documentation is available for review to support this data.**

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**School District Name**

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**Superintendent/  
Director of Schools  
Signature**

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**Date**

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**School District Number**